



First 5 California CARES Plus Program

Dear Site Director/Owner:

I am participating in the First 5 California CARES Plus Program, which will provide training for me on the *Classroom Assessment and Scoring System (CLASS™)* Tool. Last summer, you signed a form authorizing me to participate in this program.

As a participant in the CARES Plus Program, I have been selected to receive two CLASS™ in-person observations. One observation will be conducted in the fall and one in the spring. The fall observation must be completed no later than **November 15, 2013**. The spring observation must be completed no later than **May 15, 2014**.

The observation will be conducted by a state-trained CLASS™ observer who will come to my classroom in the morning and observe me for approximately two to three hours.

The CLASS™ observer will not share the observation or data with anyone except First 5 California evaluators. The results of the observations will be used only in the evaluation of the CARES Plus program. Additionally, confidential security measures are in place to prevent unauthorized access or use of the data collected during the in-person observations.

To inform parents, I will post the *Parent Notification of CLASS™ In-Person Observation* document in the classroom five days prior to the observation date.

The state-trained observer and I have scheduled the fall observation for

Please let me know if you have any questions regarding this observation. Additional information regarding this requirement is posted on the First 5 California website at <http://www.cfc.ca.gov>, or you may contact the local CARES Plus Administrator for further assistance.

Sincerely,

CARES Plus Participant